

Job & Position Analysis Sub-Group
Meeting held at DWS Metro Office
January 5, 2006

Participants included: David SALAZAR (facilitator), Carmen NICHOL (Corrections), Cass Opheikens (DHRM), Dave RODEMACK (UDOT), John MATHEWS (DHRM), Linda BEUS (DNR), Mary Ann DAVIS (Tax), Mike TRIBE (DHRM), Patti Walsh (Health), Jennifer Krell (DHRM), Jim WEST (DHRM), Brent CLEVERLY (DHRM) & Mark MITCHELL (DHRM).

SUMMARY: The Job & Position Analysis sub-group was assembled and charged to conduct a detailed discussion and review of the current Job & Position Analysis process, as required by DHRM for classification and recruitment processes. The sub-group met and discussed the analysis process step-by-step (as it is applied while completing the DHRM PAF) and as a whole; particular emphasis was spent reviewing those procedures and other requirements which make the process cumbersome and difficult for agency managers and HR staff to complete. Discussion targeted the use of analysis in the Classification and Recruitment processes, both major processes which rely upon information obtained about individual positions as part of the analysis process. Specific issues and problems noted include: complaints of redundancy, questioning the relative value and need for certain pieces of information for classification and/or recruitment requests and the challenges associated with meeting DHRM demands and requirements for conducting position analysis with limited HR staffing. The major feedback and points of discussion from this meeting are summarized below. Collectively, they can be utilized for the design of a new, improved process and re-formatted document (PAF) that meet DHRM's business needs and streamlines the process for agency management requiring HR assistance.

The following notes correspond to specific information contained in the current UJM Position Analysis Form (PAF). Numbers do not match those shown on the actual form, but rather to sections of information, as shown in the attached sample form:

1. Position ID/ Low Org/ Division: ALL data elements required for both classification & recruitment actions. MODIFY "Division" field to incorporate "Institution", "Bureau" and "Office" work units (NOTE: Post-centralized HR format should probably also note "Department" to further specify where an individual position is located).
2. Incumbent: Required for both classification & recruitment.
3. Current Job Title: Required for both classification & recruitment.
4. Working Title/ Time in Position: DELETE "time in position" field; RETAIN "working title" for both classification & recruitment.
5. Current Supervisor/ Supv Phone #: Required for both classification & recruitment.
6. Location & Work Address: Required for both classification & recruitment.
7. Physical Requirements/ Working Conditions/ Safety Sensitive: Establish this section as "For HR Use Only" and move to another section of the document.
8. Check if Applicable: Retain for recruitment only; ADD a "comments" section in this field for management to provide necessary explanation for items checked.
9. Purpose & Distinguishing Characteristics: Required for both classification & recruitment.

10. Task List (including %, task, essential/marginal, KSA's and required/trainable designations):
[%] –Required for classification; not recruitment
[Task] –Required for both classification & recruitment
[E/M] –TO BE DESIGNATED by HR (in consultation with agency management). NOT required before conducting classification or recruitment, but information to be collected, maintained in UJM position analysis and updated as necessary for ADA purposes and due to federal requirements.
[KSA] –Required for classification & recruitment. ABOLISH requirement to tie specific KSA's to individual tasks; MOVE to a separate section "to be completed by HR"
[R/T] –ELIMINATE this designation; REPLACE with a question in next section of form, asking agency supervisor/manager to specify any specialized skills that may be required to perform the job or to be used as a 'preference' in a recruitment.
11. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
12. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
13. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
14. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
15. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
16. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
17. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
18. Question: This question NOT REQUIRED, re-designated as "OPTIONAL"; leave on form and in system.
19. Education, Degrees, Licenses or Certifications Required: Required for both classification & recruitment.
20. Incumbent Signature: REMOVE; this form to be completed and signed off by agency supervisor or manager only.
21. [This section no longer required due to change in #20]
22. [This section no longer required due to change in #20]
23. Change in Duties: This section to be separated from the current PAF and incorporated into separate "requests" for classification and recruitment (i.e. a one-page request like one developed at Corrections for classification requests). Requests for classification are simplified but must include a justification for a formal review (i.e. significant change in duties); requests for recruitment would incorporate all information necessary for announcing and selecting for a position vacancy. The suggestion was made to create two separate and unique request forms for each process. Questions marked #23 thru #26 (or others deemed appropriate) could be incorporated where necessary.
24. [see #23, above]
25. [see #23, above]
26. [see #23, above]
27. Supervisor's Comments: REMOVE, not necessary since the PAF is to be completed by agency management representative only.
28. Supervisor's Signature: Require for both classification & recruitment.
29. Physical Requirements: (DHRM to review ADA requirements for this section) Changes noted, include—
a) require this information as part of recruitment only.
b) no longer require that these be tied to individual tasks (as noted in this section of the form).

INSTRUCTIONS FOR THE UJM POSITION ANALYSIS FORM

All information on the UJM Position Analysis Form should be completed by the incumbent and/or supervisor to reflect the tasks currently assigned to the position. Some information such as Position ID and Job Code can be left blank if not known.

Physical Requirements

- Sedentary** - Typically, the employee may sit comfortably to perform the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.
- Moderate** - The work requires some physical exertion such as long periods of standing; walking over rough terrain or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific but common physical characteristics and abilities such as lifting up to 50 pounds, above-average agility, and dexterity.
- Strenuous** - The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.

Working Conditions

- Everyday Risks** - Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.,
- Special Risks** - Risks which require the use of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.
- High Risk** - Risks found in potentially dangerous or unusual environmental stress situations, e.g. working at great heights, working in extreme outdoor weather conditions, being subject to possible physical attack, etc.

Safety Sensitive - For HR use only. Do not complete this section.

Purpose and Distinguishing Characteristics - Give a general overall description of the job.

Task List

Only tasks that are actually performed should be listed (do not list tasks just because they are on the Job Description). List tasks in order of importance (the task with the highest percentage is not necessarily the most important). Information regarding the tasks does not have to be provided in great detail, but in enough detail to be understandable and reasonably clear.

- %** - Each task must have a percentage of time assigned representing the amount of time spent on that task. Percentages for all tasks must add up to 100%.
- E/M** - Determine if each task is Essential (E) to the position or Marginal (M). If this task was taken away from this position or the employee was unable to perform this task, would it significantly change the purpose of this position?
- Knowledge/Skills/Abilities** - List the Knowledge, Skills and Abilities (KSA's) needed to perform each task.
- Level** - Determine the level of knowledge or experience required for entry into the position. If supervisory experience is required for a particular KSA, write (S) next to the level number.
 - 0 -- Requires little or no knowledge or work.
 - 1 -- Requires a general knowledge without much practical work experience OR limited work experience performed under close supervision.
 - 2 -- Requires specialized knowledge and/or demonstrated work experience sufficient to perform tasks independently.
 - 3 -- Requires specialized knowledge and a high skill level, with demonstrated work experience in performing a variety of specialized and/or complex tasks.
 - S -- Requires demonstrated work experience in supervising or managing others in the performance of this task. (Use this in addition to one of the number levels above, i.e. 2S)
- R/T** - Determine if each KSA is Required (R) upon entry into the position or Trainable (T) after entry into the position.

UTAH DEPARTMENT OF HUMAN RESOURCE MANAGEMENT UTAH JOB MATCH (UJM) POSITION ANALYSIS FORM (PAF)

1 Position ID Low Org Division *Instruction / Office*

2 Incumbent

3 Current Job Title Job ID

4 Working Title *yes* Time in Position *18*

5 Current Supervisor Supervisor's Phone #

6 Location and Work Address

Physical Requirements	Working Conditions	Safety Sensitive (for HR use only)	
<input type="checkbox"/> Sedentary	<input type="checkbox"/> Everyday Risks	<input type="checkbox"/> None	<input type="checkbox"/> Firearms/Drugs Access
<input type="checkbox"/> Moderate	<input type="checkbox"/> Special Risks	<input type="checkbox"/> POST	<input type="checkbox"/> General Safety
<input type="checkbox"/> Strenuous	<input type="checkbox"/> High Risks		

7 If Applicable

<input type="checkbox"/> Travel Required	<input type="checkbox"/> Afternoon Shift
<input type="checkbox"/> On Call / Standby	<input type="checkbox"/> Graveyard Shift
<input type="checkbox"/> Required Response Time	<input type="checkbox"/> Rotating Shifts

8 Purpose of Position / Distinguishing Characteristics:

9

(10)

%	Task	E/M	Knowledge/Skills/Abilities	R	T

T=TRAINABLE SKILL

- ⑪

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- (12)

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- (13)

<p>Provide the project management program description below the administrative information.</p>	
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- (14)

STATEMENTS BY MEMBERS OF THE COMMITTEE

- (15)

<p>_____</p>	
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- 14

Work prioritized, not closely and not often is the incumbent's work reviewed.

- (17)

Other employees such as inmates, prisoners, students, hospital staff, etc.

- 18

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